King County

eLISTING

How to use eListing to conveniently and quickly file your personal property listing online.

To navigate the slide show, use the arrow keys on your keyboard.

Discover the benefits of electronic filing...

1. Available 24 hours a day.

2. Fast, convenient and secure.

3. Improved account accuracy.

4. Save postage and avoid your listing getting delayed or lost in the mail.

5. Instant receipt notification.

Table of Contents

➢ **To exit the slide show, hit the Esc key.**

➢ **To print the eListing Tutorial, exit the slide show and right click on the link.**

➢ **To move directly to a topic rather than seeing the entire slide show, right click and select Full Screen. Right click again and select Go To Slide and click on the slide you wish to view.**

The eListing Homepage

1. Click here for a thorough set of instructions.

2. First time users must register before using eListing.

3. After you've registered, you'll log in from here.

4. Personal Property contact numbers.

Register for eListing

eListing Contact Information

Enter your name, phone number, address and click Next.

Last Name	Smith	*
First Name	Jane	*
Middle Initial		
Phone	123-456-7890	*
Address	123 Anywhere St	*
City	Smalltown	*
State	WA	*
Zip	98765	*

Fields with asterisk (*) are required.

①

② Next

1. Fields with asterisks are required.

2. After filling out the requested info, click Next.

eListing User Name and Password

Enter a user name and password. Enter an email address. Create your security question and answer.
You will need to know your security question and answer when you forget your password.

User Name	janesmith	*
Password	••••••••	*

Minimum length required is 8.

Confirm Password	••••••••	*
E-mail	ane.smith@kingcounty.gov	*

If you are entering more than 1 email address, be sure to use a semicolon (;) to separate them.

Security Question   What is your mother's maiden name? ▼ *

Security Answer

- What is your mother's maiden name?
- What high school did you attend?
- What city were you born in?
- What is the name of your favorite pet?
- What street did you grow up on?

Fields with asterisk (*) are re

Previous   Create User

③ **④** **⑤**

3. Create a User Name, Password (must be 8 characters or more) and provide an email address.

4. Select a Security Question from the drop down menu.

5. After answering the question, click the Create User button.

Logging In

eListing

King County has created this web application in the interest of simplifying personal property filing for the public in a convenient and easily accessible manner. Before you use this application, please read the Disclaimer below.

Log In

User Name	janesmith
Password	••••••••

Forget your password?

Log In ①

Help

Register for eListing   eListing Home Page

1. Fill in your User Name & Password that you created when registering and then click the Log In button.

2. If you forgot your password, click the link under the Password field.

eListing

King County has created this web application in the interest of simplifying personal property filing for the public in a convenient and easily accessible manner. Before you use this application, please read the Disclaimer below.

Log In

User Name	janesmith
Password	

② Forget your password?

Log In

Help

Register for eListing   eListing Home Page

Getting a new Password

Forget Your Password?

Enter your User Name.

User Name: janesmith ①

[Next] [Cancel]

1. After filling in your User Name, click Next.

2. Answer the security question.

Identity Confirmation

Answer the following question to reset your password. This is the security question and answer you provided when you registered to eListing.

User Name janesmith
Question Where were you born?
Answer Smalltown ②
New Password ••••••••
Minimum length required is 8. ③
Confirm New Password ••••••••

④ [Submit] [Cancel]

3. Create and confirm your new Password.

4. Click the Submit button.

5. Click the Return to eListing Home Page to Log In again with your new Password.

Return to eListing Home Page ⑤

New password created.

User Account Profile

1. Confirms that you are logged in with your username.

2. These buttons allow you to modify your Account Profile.

3. All accounts that you have access to currently are listed here.

Adding Account Access

eListing User Account Profile

You are logged into King County eListing as janesmith.   Logout

Return to eListing Home Page

①

[Add Account Access] [Update My Contact Info] [Change My Password]   [Update/Add Users]

You have no access to personal property account at this point. Click the "Add Account Access" button to add access to your personal property account. The access code is printed next to the account number located on the upper left portion of the printed listing form.

②

1. Add access to an account by clicking this button.

2. After you've added access to an account, it will show up here.

Add Account Access

You are logged into eListing as janesmith.   Logout

Return to eListing User Account Profile Page

Enter your business personal property account and access code.

Account Number: 19561729   ③

Access Code: OFA99203

[Submit]   ④

3. Enter your account number and access code (found on your listing form).

4. And click Submit.

Updating Contact Info

eListing User Account Profile

You are logged into King County eListing as janesmith.   Logout

Return to eListing Home Page   ①

Add Account Access | Update My Contact Info | Change My Password | Update/Add Users

Click this button to update your email address and phone number.
You have access to the following personal property accounts. Click on the account you wish to view.

Account Number	Account Name	Date Filed	Assessment Year	Link To Assessed Value Page
19561729	SMALLTOWN CLEANERS		2010	Go To Assessed Value Page
19571728	SMALLTOWN VIDEOS		2010	Go To Assessed Value Page

1. To update contact information, click this button.

2. Update the information and click the Submit button.

You are logged into King County eListing as janesmith.   Logout

Return to eListing User Account Profile Page

Update My Contact Information

Email Address	jane.smith@king.county.gov
Phone	123-456-7890
	Submit

②

Change Your Password

You are logged into King County eListing as janesmith.   Logout

Return to eListing Home Page

(1)

[Add Account Access] [Update My Contact Info] [Change My Password] [Update/Add Users]

You have access to the following personal property accounts. Click on the account you wish to view.

Account Number	Account Name	Date Filed	Assessment Year	Link To Asses Page
19561729	SMALLTOWN CLEANERS		2010	

You are logged into King County eListing as janesmith.

Change Your Password

Password   ●●●●●●●●

New Password   ●●●●●●●●●●
Minimum length required is 8.

Confirm New Password   ●●●●●●●●●

(2)

[Change Password]   [Cancel]

1. To change your password, click this button.

2. Update the information and click the Change Password button.

Update/Add Users

✓ This feature allows you to give access to one or multiple users for each of your accounts. Those users may then view and/or update account data. It is *your* responsibility as a business owner to keep the account users updated.

You are logged into King County eListing as janesmith.   Logout

Return to eListing Home Page

[Add Account Access] [Update My Contact Info] [Change My Password] [Update/Add Users] ①

You have access to the following personal property accounts. Click on the account you wish to view.

Account Number	Account Name	Date Filed	Assessment Year	Link To Asse Page
19561729	SMALLTOWN CLEANERS		2010	

1. Click the Update/Add Users button to:
   - Create new user names & passwords
   - Grant account permissions to existing user names
   - Change permissions for current users
   - Delete user names that you no longer wish to have access to an account

Update/Add Users *(cont.)* - Create New User

TO ALLOW an existing user to access an account that you manage, enter the user name, select the business account number and permission level, and then click Grant Access.

User Name [   ]

Business Account [▼]

Permission Level [▼]   [Grant Access]

TO CREATE a new user name, click here. ①

Create new user account

You are about to setup a user name and password for a new user. After successfully creating the account, please provide the new user with the user name, password, security question, and security answer. The information will be needed for them to access the account, and to request and/or change the user's password.

User Name [johnsmithaccountant] ②

Password [●●●●●●●●]

Confirm Password [●●●●●●●●]

E-mail [john.smith.account@kingc]
This is the new user's email address. If you don't know the email address, the user should update it after accessing eListing.

Security Question [What is the name of your favorite pet? ▼] ③

Security Answer [Spot]

④

[Create User]

1. Click to add a new user.

2. Create a User Name and Password (8 characters +). Confirm Password.

3. Select and answer a security question.

4. Click the Create User button. Make sure to send the User Name, Password and Security Question to the new user.

Update/Add Users *(cont.)* – Add Existing Users

TO ALLOW an existing user to access an account that you manage, enter the user name, select the business account number and permission level, and then click Grant Access.

User Name johnsmithaccountant ①

Business Account 19561729 ②

Permission Level [ ] Grant Access ④

View Account Information
TO CREATE a new u Modify Account Information ③

Business Account

Permission Level [ ] Grant Access

TO CREATE a new user name, click here.

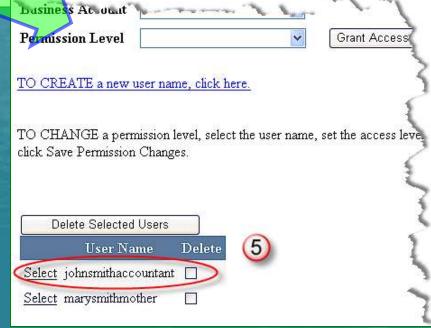TO CHANGE a permission level, select the user name, set the access level click Save Permission Changes.

Delete Selected Users

User Name	Delete	⑤
Select johnsmithaccountant	☐	
Select marysmithmother	☐	

1. Fill in an *existing* User Name.
2. Select the Business Account you wish to give them access to.
3. Select the Permission Level – either View (only) or Modify.
4. Click the Grant Access button.
5. The User Names that have access to your managed accounts will show up below.

Update/Add Users *(cont.)* – Change User Permissions

TO CHANGE a permission level, select the user name, set the access level on the right hand side of the screen, and click Save Permission Changes.

Delete Selected Users

User Name	Delete
Select johnsmithaccountant	☐
Select marysmithmother	☐

①

TO CHANGE a permission level, select the user name, set the access level on the right hand side of the screen, and click Save Permission Changes.

marysmithmother ③

Delete Selected Users

Save Permission Changes

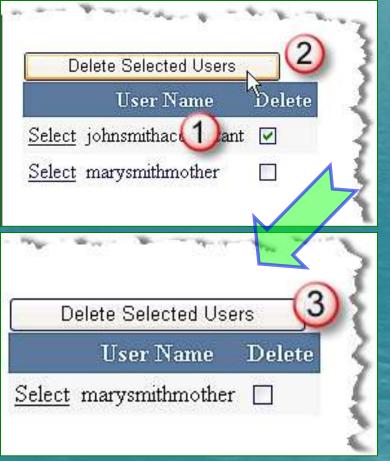| User Name	Delete		Account Number	View Account Information	Modify Account Information
Select johnsmithaccountant	☐		19561729	☑	☐
Select marysmithmother	☐		19571728	☑	☐

②

1. Select a User Name.

2. Change permissions by checking either View or Modify Account Information for each account number. If you do not want this user to have access to an account, make sure neither View nor Modify are checked.

3. Click Save Permission Changes to update user permissions.
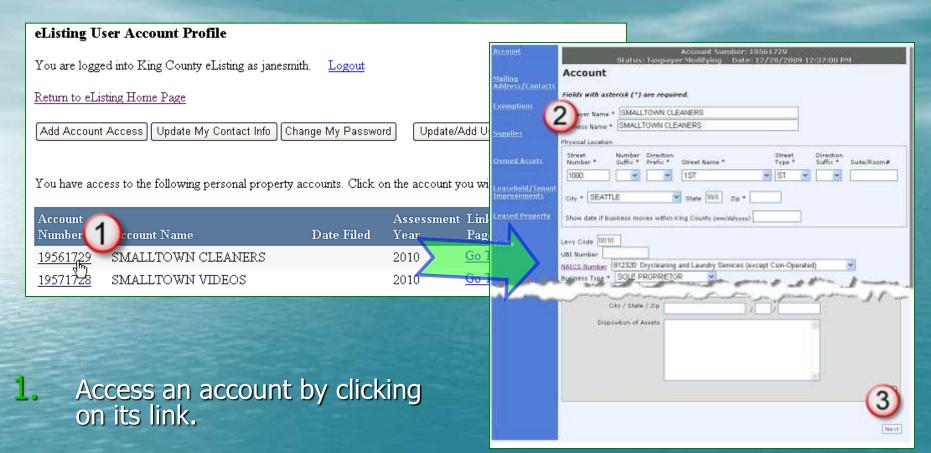
Update/Add Users *(cont.)* – Deleting Users

✓ Remember, it is *your* responsibility as a business owner to delete any and all users you do not wish to have access to your account. For example, if you change accountants, *you* must update user permissions.

1. Check the box to the right of any user you wish to delete.

2. Click the Delete Selected Users button.

3. Afterwards you will notice the deleted user is not listed and no longer has access.

Accessing and Navigating in an Account

1. Access an account by clicking on its link.
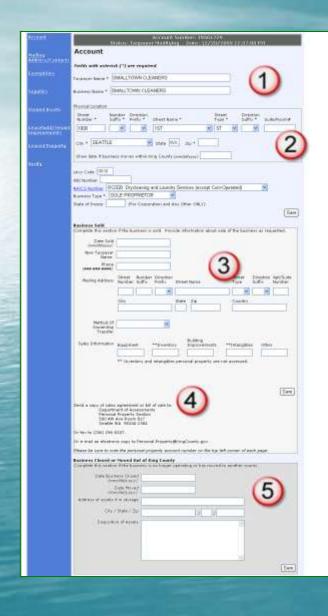
2. Go directly to any section of the account by clicking the appropriate link in the blue column along the left side.

3. To work sequentially through the eListing, click the Next button at the bottom right corner of each page.

Account Information

1. Change any account info that needs to be updated.

2. If the **business moved** *within* King County, fill out this area and make sure to provide the date of the move.

3. If the **business sold**, fill out all requested information *and*...

4. ...don't forget to send or email copies of documents to the Assessor's Office.

5. If the **business closed** or **moved *out* of King County**, fill in this area. Make sure to include the disposition of assets.

Mailing Address & Contact Info

Account Number: 19561729
Status: Taxpayer Modifying   Date: 12/28/2009 12:37:00 PM

Mailing Address

Fields with asterisk (*) are required.

Address Name *   SMALLTOWN CLEANERS

Attention To   JANE SMITH

Street Number *   123
Number Suffix
Direction Prefix
Street Name/PO Box *   ANYWHERE
Street Type *   ST
Direction Suffix
Apt/Suite Number

City *   SMALLTOWN   State *   WA
Country   Zip Code *   98765

Contact Information

Contact Name *   JANE SMITH
E-Mail Address *   janesmith@kingcounty.gov
Work Phone *   1234567890
Home Phone
Cell Phone
Toll-Free Phone
FAX

Save

1. Keep the taxpayer name and mailing address updated so you receive all mailings from the Assessor's Office promptly.

2. The name and contact info of the person who should be contacted with any questions regarding the listing.

Exemptions

Account Number: 19561729
Status: Listing ready for review   Date: 12/9/2008 2:49:00 PM

Exemptions

Head of Family Exemption - must be applied for annually
This $15,000 exemption applies to sole proprietors who qualify, and only one exemption per year is allowed (RCW 84.36.110). You are eligible for this exemption if you are a sole proprietor not currently receiving this exemption on another personal property account and meet one of the following qualifications:

1. Living with a spouse or dependent
2. A US citizen over the age of 65 residing in Washington State, continuously for 10 years
3. Surviving spouse, not married

○ Yes
◉ No

Farm Machinery and Equipment Exemption
RCW 84.36.630 exempts qualifying farming machinery and equipment from state property tax. It declares that all machinery and equipment owned by a farmer that is personal property is exempt from property taxes levied for any state purpose if the items are used exclusively in growing and producing agricultural products during the calendar year for which the claim for exemption is made. To qualify, farm machinery and equipment must be used exclusively in growing and producing agricultural products.

☐ Check here to apply for this exemption.
You will also need to fill out a Qualification Questionnaire and send to:

Department of Assessments
Personal Property Section
500 4th Ave Room 817
Seattle WA 98104-2384

Or fax to (206) 296-0107.

Or e-mail to Personal.Property@KingCounty.gov.

Save

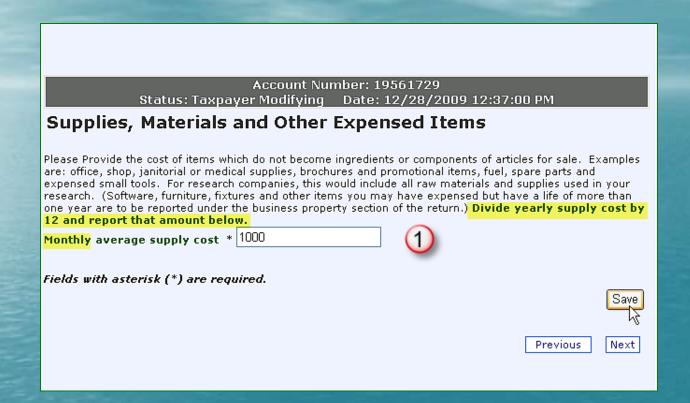Previous   Next

1. Head of Family is for qualifying Sole Proprietors **ONLY**.

2. Check the box if you qualify for the Farm exemption **and**...
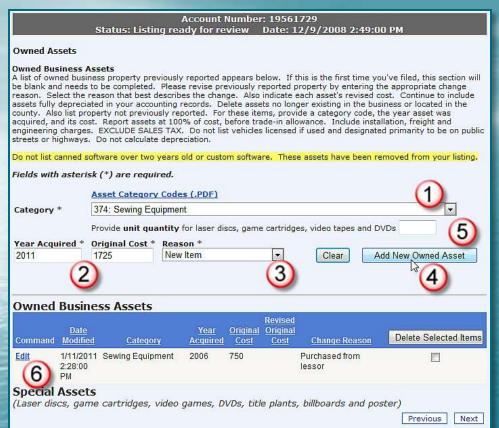
3. ...Click on the Qualification Questionnaire link and send the completed form to the address listed.

Supplies

Account Number: 19561729
Status: Taxpayer Modifying   Date: 12/28/2009 12:37:00 PM

Supplies, Materials and Other Expensed Items

Please Provide the cost of items which do not become ingredients or components of articles for sale. Examples are: office, shop, janitorial or medical supplies, brochures and promotional items, fuel, spare parts and expensed small tools. For research companies, this would include all raw materials and supplies used in your research. (Software, furniture, fixtures and other items you may have expensed but have a life of more than one year are to be reported under the business property section of the return.) **Divide yearly supply cost by 12 and report that amount below.**

Monthly average supply cost * `1000`   ①

Fields with asterisk (*) are required.

Save

Previous   Next

1. Remember that this is a *monthly* average. Determine your yearly cost for supplies and divide by 12. Report that figure here.
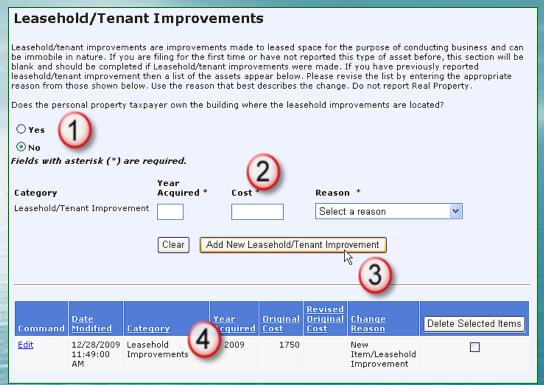
Owned Assets - Adding New Assets

1. Use the drop down menu to select an appropriate category code.

2. Add the acquisition year and purchase cost (excluding sales tax) of the asset.

3. Select a reason from the drop down menu.

4. After adding each new asset info, make sure to click on Add New Owned Asset.

5. If you have rental discs, videos or game cartridges, enter the quantity in addition to the asset info above and then click Add New Owned Asset.

6. Once a new asset has been added, it will appear below as an existing asset under Owned Business Assets.

Owned Assets - Editing/Deleting Existing Assets

1. Click Edit next to the asset you wish to edit.

2. Make any needed changes.

3. Click Save to save changes or Cancel if you wish to undo the action.

4. If you no longer have the asset, check the delete box to the right of the asset and click the Delete Selected Items button.

Leasehold/Tenant Improvements - Adding/Editing

1. Select Yes or No to show whether you own the real property. If you do *not*, continue with the instructions on this page. If you *do*, see the next screen in the eListing Tutorial.

2. Add acquisition year, cost (including sales tax) and reason.

3. Click the Add New Leasehold/Tenant Improvement button.

4. Edit/Delete existing Leasehold/Tenant Improvement assets the same as Owned Assets by either clicking Edit, updating the info and then clicking Save or if you no longer have the asset, check the delete box to the right of the asset and the Delete Selected Items button.

Leasehold/Tenant Improvements - Owned Real Property
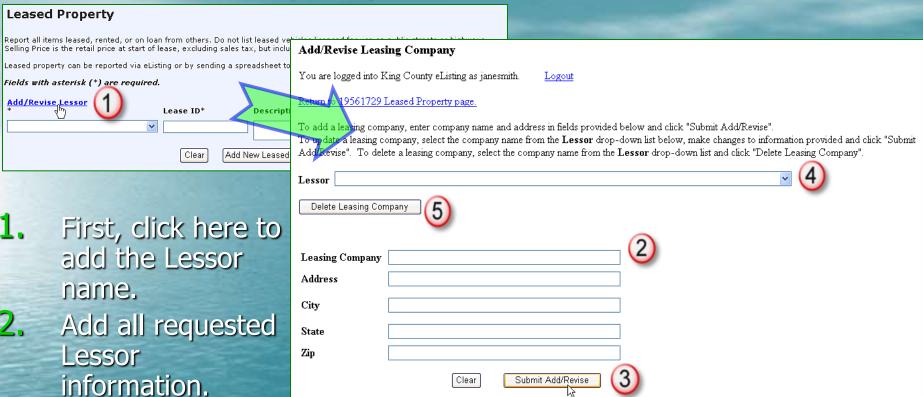
Leasehold/Tenant Improvements

Leasehold/tenant improvements are improvements made to leased space for the purpose of conducting business and can be immobile in nature. If you are filing for the first time or have not reported this type of asset before, this section will be blank and should be completed if Leasehold/tenant improvements were made. If you have previously reported leasehold/tenant improvement then a list of the assets appear below. Please revise the list by entering the appropriate reason from those shown below. Use the reason that best describes the change. Do not report Real Property.

Does the personal property taxpayer own the building where the leasehold improvements are located?

⊙ Yes

○ No   **1**

10-digit Parcel Number   [   ]   [Save]

Parcel Viewer   **2**

1. If you selected Yes, indicating that you own the real property where the improvements are located, you will see this screen. Simply enter your 10 digit Real Property Parcel Number and click Save.

2. You may click on the Parcel Viewer link to go to a King County website to search for your parcel number if you need to.

Leased Property - Adding/Editing Lessor Info

Leased Property

Report all items leased, rented, or on loan from others. Do not list leased vehicles licensed for use as public streets or highways.
Selling Price is the retail price at start of lease, excluding sales tax, but inclu...

Leased property can be reported via eListing or by sending a spreadsheet to...

Fields with asterisk (*) are required.

Add/Revise Lessor ①
*
Lease ID*   Descripti...

[Clear] [Add New Leased...]

Add/Revise Leasing Company

You are logged into King County eListing as janesmith.   Logout

Return to 19561729 Leased Property page.

To add a leasing company, enter company name and address in fields provided below and click "Submit Add/Revise".
To update a leasing company, select the company name from the **Lessor** drop-down list below, make changes to information provided and click "Submit Add/Revise". To delete a leasing company, select the company name from the **Lessor** drop-down list and click "Delete Leasing Company".

Lessor [   ] ④

[Delete Leasing Company] ⑤

Leasing Company [   ] ②
Address   [   ]
City   [   ]
State   [   ]
Zip   [   ]

[Clear] [Submit Add/Revise] ③

1. First, click here to add the Lessor name.

2. Add all requested Lessor information.

3. Click the Submit Add/Revise button.

4. To edit information for an *existing* Lessor, use the drop down menu to select a Lessor. Make necessary changes and click the Submit Add/Revise button.

5. To delete an existing Lessor, select the Lessor and click the Delete Leasing Company button.

Leased Property - Adding/Editing/Deleting Assets

1. **Add** Leased Property by selecting a Lessor from the drop down menu.

2. Fill out all requested information.

3. Click the Add New Leased Property button.

4. **Edit** Leased Property by clicking Edit, updating the asset info, then clicking Save in the same manner as with Owned Property and Leasehold Improvements.

5. **Delete** Leased Property by checking the Delete Box to the right of the asset and then clicking the Delete Selected Items button.

Verifying & Submitting Current Year Listing

1. Carefully go through each section of your account and verify that the information is complete and accurate.

2. When you're ready to submit the completed listing, check the Verify box and then…

3. Click the Finish button.

Confirmation

Department of
Assessments

③

Return to Profile Page   Logout

①

Thank you for using eListing. If you have questions, please contact us at personal.property@kingcounty.gov or call 206-296-5126.
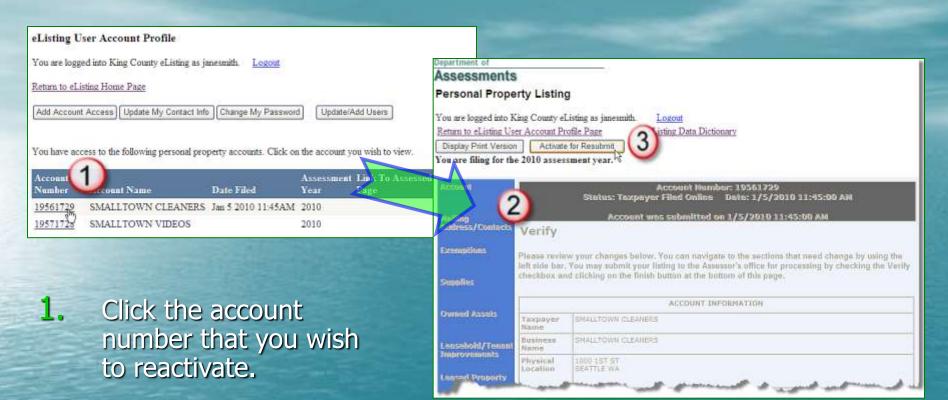
To make changes to the listing, return to the Profile Page, select the account and click the *Activate for Resubmit* button.

Click here to print listing for your records

②

1. Congratulations! This page confirms that you've successfully submitted your Personal Property Listing.

2. Always remember to print a copy of your listing for your records. Click here to print.

3. If it is necessary to reactivate your account to make any changes after submittal, return to the Profile Page by clicking the <u>Return to Profile Page</u> link.

Reactivation of an Account After Submittal

1. Click the account number that you wish to reactivate.

2. In the account itself, you'll notice that the information is grayed out. This indicates that you have already submitted a current year listing and the account is "read only" unless reactivated.

3. To make changes in the listing, click the Activate for Resubmit button. The account information will appear normal again and any needed changes may be made prior to resubmitting.

Thank you

for using eListing!